



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: October 23, 2017
SUBJECT: September 2017 Departmental Highlights

Please find enclosed the **September 2017 Departmental Highlights report**.

Please feel free to contact me should you have any questions.

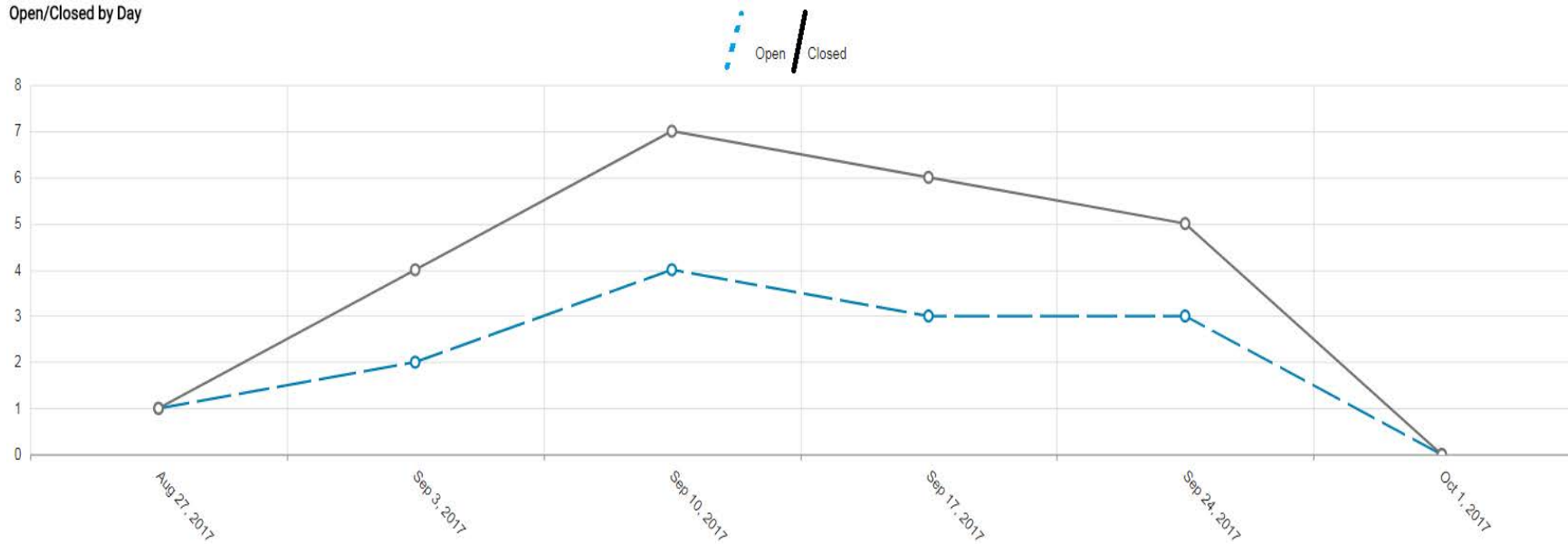
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Brookhaven Connect Metrics: Month of September 2017

***Brookhaven Connect is a citizen powered system with requests coming directly from the citizens of Brookhaven. These statistics do not represent the entirety of the work loads assumed by the City's departments.**

Open/Closed by Day



- Throughout the month of September, Brookhaven Connect administrators resolved requests exceeding the rate at which they were submitted. This trend has persisted throughout most the year and has remained constant throughout the duration of Q3 and the current quarter (Q4).
- Of the 115 service requests created in September, 73 have been closed with 42 remaining open.
- There are currently 118 open service requests in Brookhaven Connect including all September submittals.
- To date there are 705 active Brookhaven Connect users submitting requests. This represents an increase of 14 users since September 26.

Brookhaven Connect Metrics: Month of September 2017

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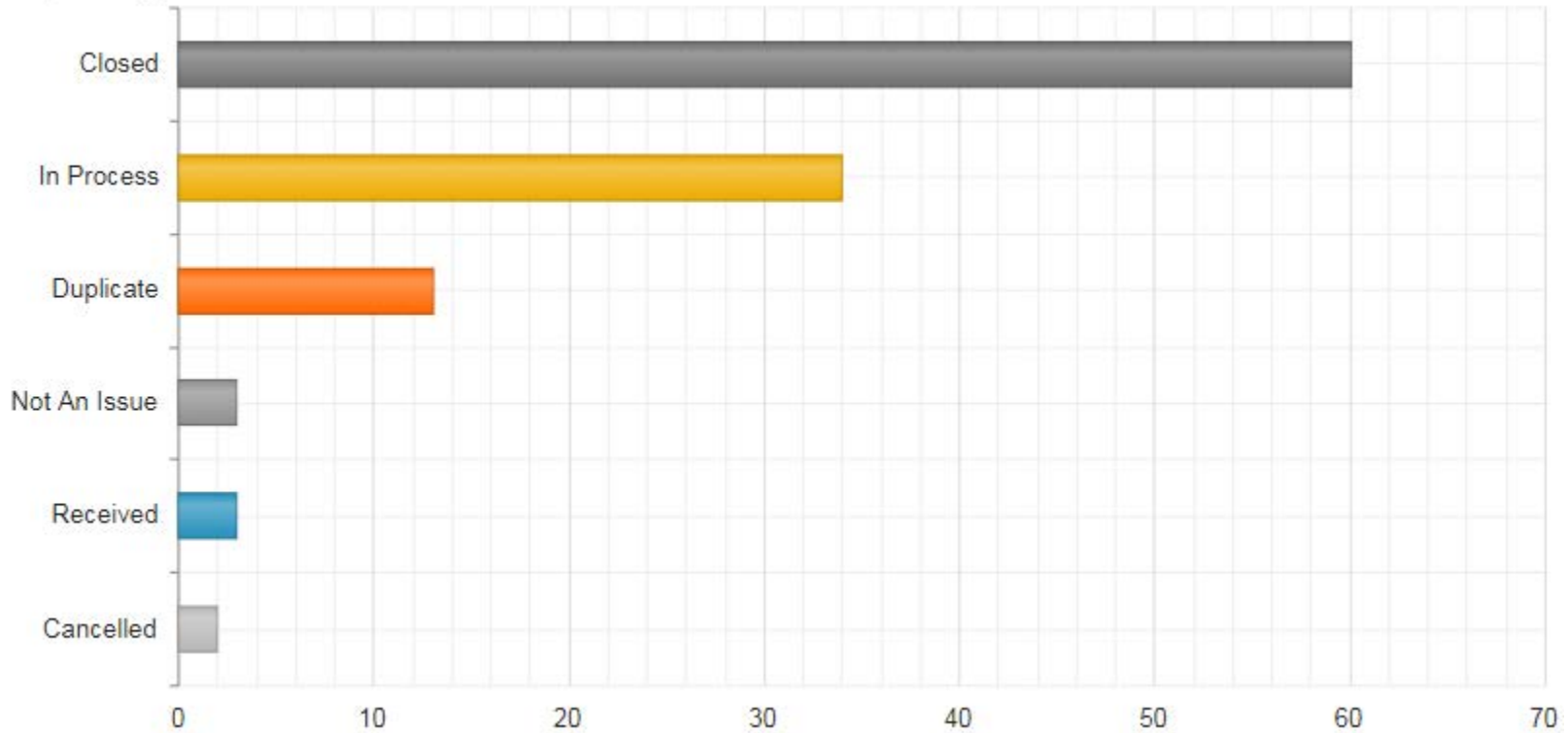
Statistics

Total Reports Created	115
Total Reports Open	42
Total Reports Closed	73
Average Reports Created per Day	3.71
Average Reports Closed per Day	2.355
Average Time to Close	5.522 Days
Fastest Closed Request Type	Construction Violation (.014 Days)
Slowest Closed Request Type	Illegal Dumping Trash (27.011 Days)
Most Common Request Type	Construction Violation
Least Common Request Type	Junk/Inoperable Vehicles

Brookhaven Connect Metrics: Month of September 2017

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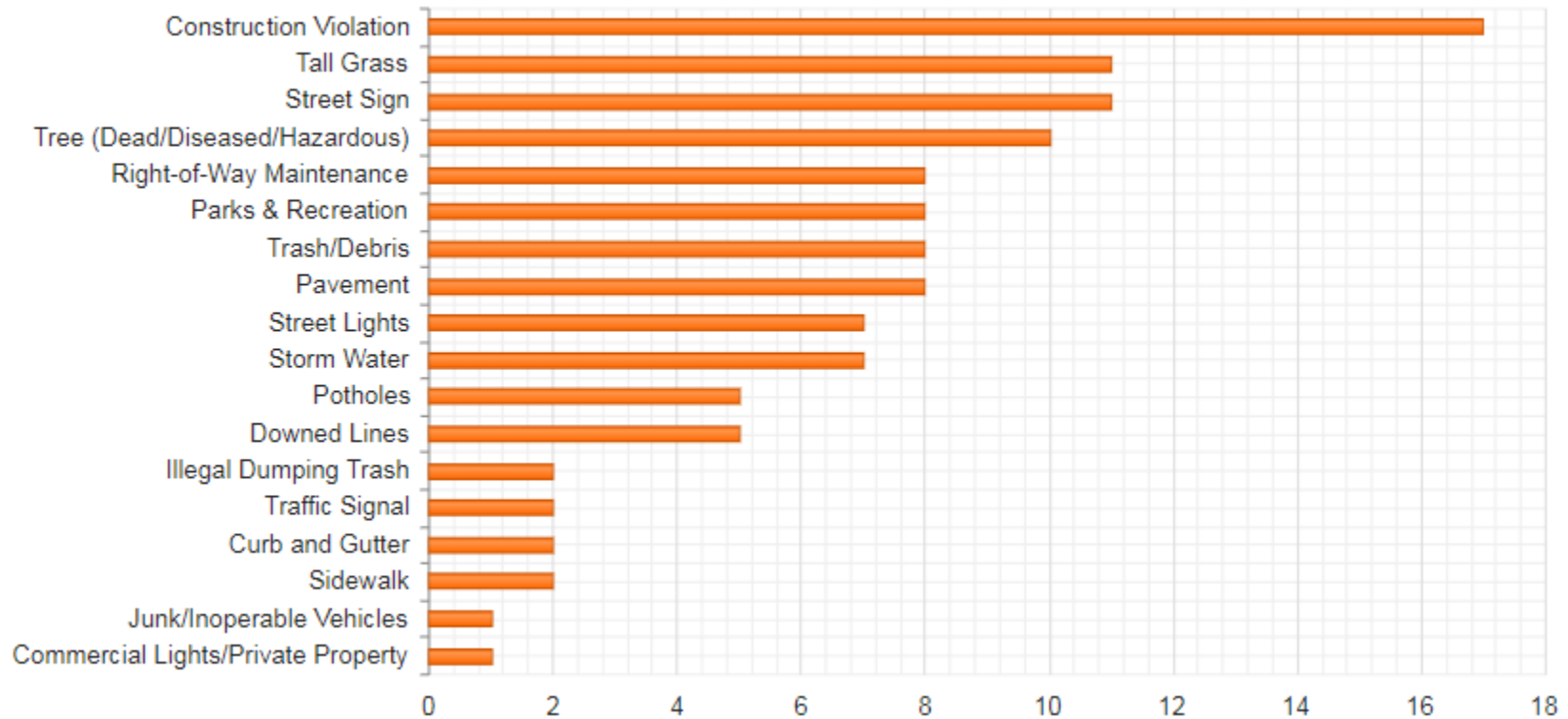
Requests by Status



Brookhaven Connect Metrics: Month of September 2017

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Requests by Type



- The overall service request mix is typical for the month of September, with September of 2016 having a similar dispersal and 17 “Construction Violation” requests as well.

Community Development- September 2017

Community Development 2017 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	369	317	378	385	464	552	346	385	345			
New Single Family	39	11	30	23	20	11	17	35	19			
New Multi Family	0	0	0	0	0	0	0	0	0			

Community Development 2016 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	334	327	381	334	395	380	407	458	343	340	349	355
New Single Family	26	17	23	28	14	15	43	28	6	12	21	21
New Multi Family	0	0	0	0	0	0	0	0	0	0	0	0

Community Development ZBA/Variances Filed in September 2017			
File #	Address	Scope	Hearing Date
ZBA17-48	4220 Regency Park Court	To reduce the rear yard setback from 30 feet to 11.5 feet for construction of a residential addition.	10/18/17
ZBA17-49	1234 Newbridge Trace	To reduce the stream buffer from 75 feet to 45 feet for construction of a covered deck.	10/18/17
ZBA17-50	1040 Standard Drive	Waive the lot merger requirement for development of two single family lots.	10/18/17
ZBA17-51	1088 Hunters Brook Court	To increase lot coverage from 35% to 38.82% to allow construction of a pool pavilion.	10/18/17
ZBA17-52	2391 Cortez Way	To reduce the front setback from 30 feet to 14 feet and the side yard setback from 7.5 feet to 3 feet for the construction of a new single family residence.	10/18/17

ZBA17-53	2299 Matthews Street	To reduce the rear yard setback from 30 feet to 18 feet to allow a screened in porch.	10/18/17
ZBA17-54	1528 Trentwood Place	To reduce the rear yard from 40 feet to 22.4 feet for a new single family residence.	10/18/17
ZBA17-55	2396 Coosawattee Drive	To increase lot coverage from 35% to 37.7% to allow construction of a swimming pool.	10/18/17
ZBA17-56	3214 Osborne Road	To reduce the side yard setback from 30 feet to 7 feet and increase lot coverage from 35% to 51.6% to construct a new single family residence.	10/18/17

Community Development ZBA/Variations Heard in September 2017

File #	Address	Scope	Hearing Date	Action
ZBA17-36	1246 Star Drive	To reduce the average front yard setback from 61 feet to 35 feet; increase retaining wall height from 4 feet to 6 feet, to reduce the rear yard setback from 40 feet to 28 feet for construction of a single family residence.	9/20/17	Approved with Conditions
ZBA17-43	1053 Pine Grove Avenue	To increase the maximum lot coverage from 35% to 46% for construction of a swimming pool.	9/20/17	Approved with Conditions
ZBA17-44	1389 Wilford Drive	To reduce the front yard setback from 30 feet to 9.5 feet (Green Meadows Lane) and to reduce the side setback from 7.5 feet to 6.9 feet for construction of an addition to a single family residence.	9/20/17	Approved with Conditions
ZBA17-45	1401 Cartecay Drive	To reduce stream buffer from 75 feet to 33 feet for construction of a patio and retaining wall.	9/20/17	Approved with Conditions
ZBA17-46	1623 North Druid Hills Road & 2112 Village Point	To reduce sign setback from 10 feet to 1.5 feet.	9/20/17	Approved with Conditions
ZBA17-47	3025 Woodrow Way	To reduce the stream buffer from 75 feet to 45 feet and allow a swimming pool on the side subject property.	9/20/17	Deferred to 11/15/17

Community Development Rezoning Hearings in September 2017

File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
RZ17-03	1571, 1577, and 1597 Northeast Expressway, 1911 and 1935 Cliff Valley Way	Rezoning to M, Industrial and O-I (Office-Institutional).	9/6/17	Recommended for Deferral	9/26/17	Deferred to 11/1/17
SLUP17-02	1577 & 1597 Northeast Expressway and 1911 Cliff Valley Way	To increase the maximum height of the office building from 5 stories to 8 stories (6 stories above grade and 2 below grade) and parking deck to 7 stories (6 above grade 1 below).	9/6/17	Recommended for Deferral	9/26/17	Deferred to 11/1/17
TA17-17	N/A	An ordinance to amend section 227-1444, Private elementary, middle and high school, of the code of the City of Brookhaven.	9/6/17	Approved	9/26/17	Approved
TA17-18	N/A	And ordinance to amend section 27-1462 Walls, Fences, and retaining walls, of the code of the City of Brookhaven.	9/6/17	Approved	9/26/17	Approved

Code Enforcement Activity September 2017	
Inspections & Follow-ups	443
Violations	345
Total Street Miles Patrolled	±3,748 Miles (Approximate Value)
CitySourced Requests Created	53
CitySourced Requests Received / In Process	18
33.96% of "Created" Requests	
CitySourced Requests Closed / Abated / Duplicated / Not an Issue	35
66.04% of Created Requests	
Average # of Reports Created per Day	1.71
Average # of Reports Closed per Day	1.129
Average Time to Close	4.978 Days
Courtesy Warnings / Placards	80
Notice of Violation Letter	14
Residential Citations Issued (Single & Multi-Family)	2
Commercial Citations Issued	0
Property Maintenance Violations	117
Misc. Vehicle Violations	25
Misc. Business Violations	2
Misc. Construction Violations	23
Misc. Zoning Violations	4
Signs picked up on the city right of ways	87

Building Inspection Activity September 2017	
Plan reviews	82
Building inspections	927
Building inspections percent pass/fail	78%/22%

Key Land Development Activity/Review September 2017	
Land Development Enforcement & Inspection Activity	
Tree removal permits	38
Stop Work Orders issued	5
Courtesy warnings issued (Notice of violation)	44
Environmental Inspections	337
Land Disturbance Permit Review (4)	
Dresden at Apple Valley – 1283 Dresden Drive - Revision	
Park Villa – 2069 Coosawattee Drive	
Dettleback Pesticide Warehouse – 1251 Park Avenue - Revision	
Skyland Brookhaven Phase 2 2527 Skyland	
Land Disturbance Permits Issued (5)	

Vickery II - 1922 Wyndale Court	
The Orchard - 3523 Buford Hwy Rev 2	
Hanover BH Office Parking Deck Revision – 4170 Ashford Dunwoody Road	
Toll Brothers-10 Executive Park	
1200 Lake Hearn Drive Parking Redevelopment	
Plat Review Activity (3)	
Arrington Place	
Townsend at Brookhaven – 1338 & 1344 North Cliff Valley Way	
Appleden Heights – Dresden @ Apple Valley	
Plats Approved (0)	
N/A	

Municipal Court- September 2017

Case Filings	346
Number of Court Dockets	8
Number of Defendants on Dockets	315
Number of Cases on Dockets	507

2016

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Case Filings	831	452	647	535	581	503	508	498	447	465	407	322
Number of Court Dockets	12	13	12	8	9	9	8	9	9	9	8	7
Number of Defendants on dockets	405	339	344	331	381	439	423	531	502	424	315	317
Number of Cases on Dockets	628	542	542	537	567	704	622	804	768	664	488	467

Court Collections & Agencies Payments

Base Fine	\$	52,340.94
Contempt Charge		600.00
Processing Fee		11,448.96
Cash Bonds		14,846.00
Revenue Collected-Diverse Agencies		16,501.97
CB-Applied		5,821.00
Bond Forfeiture		0.00
Overage		0.00
Restitution		0.00
Monthly Cash Collections	\$	101,558.87
Paid to Diverse Agencies		16,501.97
Cash Bond Refunds/Returned		10,918.00
Restitution Paid		0.00
Total Paid Out	\$	27,419.97
NET	\$	74,138.90

Office of City Clerk- September 2017

City Clerk's Office and Legislative Activities –September 2017		
	Open Record Requests	40
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings, Charter Comm., Alcohol Bd.)	8
	Minutes Composed (Council)	8
	Executive Sessions Held (Council Only)	0
Legislation and Contracts Approved by Mayor and Council – September 2017		
Ordinances/No.	July 2017– Description	Appr. Date
ORD 2017-09-01	Amending Budget – CIP Appropriation	9/12/2017
ORD 2017-09-02	Amending Budget – for IT, City Works	9/12/2017
ORD 2017-09-03	Amending Section 27-1444 – Schools	9/26/2017
ORD 2017-09-04	Amending Section 27-1462 – Walls, Fences, Ret. Walls (Fees)	9/26/2017
ORD 2017-09-05	Amending Budget – CIP, Sidewalks	9/26/2017
Resolutions/No.	September 2017– Description	Appr. Date
RES 2017-09-01	Res. Declaring the Brookhaven Police Dept. as Meeting Location	9/12/2017
RES 2017-09-02	Res. Affirming Commitment to be Welcoming City Guidelines	9/12/2017
RES 2017-09-03	Res. Auth. Stop Signs, Adv. Warning Signs – Skyland & S. Bamby	9/12/2017
RES 2017-09-04	Res. To Ratify and Approve the Emer. Actions – Nottingham Lane	9/12/2017
RES 2019-09-05	Res. Affirming Support for the Call for Referendum SPLOST	9/19/2017
Department	Contracts/Agreements – September 2017	Appr. Date
Public Works	C. W. Matthews – Paving	09/12/2017
Public Works	Precise Development -Storm Water Pipe Repair, Nottingham	9/12/2017
Public Works	Precise Development – S. Bamby Lane Phase II Drain. Improv.	9/12/2017
Community Dev.	Charles Abbott Associates, Inc.	9/12/2017
Public Works	Site Engineering – Lanier Drive Sidewalk	9/26/2017
Public Works	Site Engineering – Thompson Road Sidewalk	9/26/2017
Police Depart.	Camera Surveillance Agreement for License Plate Recognition	9/12/2017
Policies/Department	Adopted Policy – September 2017	
	None	
Moratoriums	Pending Moratoriums	
	None	
Grants	Grants/Submittals Approved by Council – September 2017	Appr. Date
	None	
Appointments	Council's Appointments – September 2017	
Finance Director	Linda Nabers	9/26/2017

Communications- September 2017

Communications Department Activities:

- Coordinated Music Midtown booth and promotional ear buds
- Coordinated Municode/AHA new website training
- Completed Fall City Newsletter
- Coordinated Paint the Park event
- Coordinated Georgian Hills and Murphey Candler Park groundbreaking
- Photographed Hot Pursuit, Paint the Park and Rain Barrel Workshop, Economic Dev forum, City-Ga. Tech event
- Created Hurricane Irma updates banner for homepage of website.
- Press releases & e-blasts:
 - Georgian Hills groundbreaking
 - Hurricane Season preparedness
 - Mayor welcomes BuHi walk
 - Hurricane Irma updates
 - Road closure updates
 - City Council moves meeting location
 - Brookhaven hosts rain barrel workshop
 - Brookhaven EOC wrap up
 - Brookhaven begins construction on Ashford Park Trike Track
 - Stormwater system stands up to Irma
 - Sweeping up after Irma
 - Brookhaven Mayor hosts Town Hall
 - Murphey Candler groundbreaking
 - Brookhaven expands 2017 paving program
 - New Finance Director
 - PCG Open House
 - Brookhaven budget hearings
 - Ga. Tech studio presentation
 - Storm drain marking event
 - Weekly Friday eblasts

Engagement reports (Sept):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	53	3,255	+4
Facebook	110	5,246	+20
Twitter	84	3,152	+66
NextDoor	27	13,069	+181

Tourism- September 2017

Marketing and Advertising

- PreRoll Video and Banner advertising with Tegna for Fiestas Patrias (Mexican Independence Day at Plaza Fiesta)-Total Impressions: 384,773-Total Clicks: 205 (CTR – 0.05%)-VTC (View Through Completion)– 70%
- Four week, Mexican Independence Day, Fiestas Patrias paid media digital campaign-8.067 million impressions-CTR of .04% (higher than the industry standard of .02%)-58,000 clicks to the www.discoverdekalb.com/fiestaspatrias landing page-182,447 social media reach (facebook/Instagram: 132,407-Twitter: 50,047)
- Mexican Independence Day, Fiestas Patrias content placed on CNN Travel, Southern Living, ESPN Deportes, People Magazine, etc.
- Digital Billboards on 15 Metro Area Billboards
 - Atlanta Chili Cook Off
 - Buford Highway Int'l Half Marathon
 - Living Walls Conference (Buford Highway)
- Full Page Brookhaven Ad in NBA Hawks Program
- Development of Brookhaven Profile Flyer
- This is DeKalb! Newsletter
- Events featured in calendar listing
- Behavioral Display and Retargeting Digital Ads - Tegna
- Three Banners ads displayed on ExploreGeorgia.com
- Brookhaven SEM (Search Engine Marketing) I'm Going Events Calendar and Brookhaven Landing Page
- DiscoverBrookhaven.com Web Page
- Trade Show Brochure Representation-Southern Destinations at the Charleston Southern Women's Show
- Restaurants displayed on DiscoverDeKalb.com Dining Listings
- Facebook/Twitter Posts:
 - Lucky's Burgers Video-177 People Reached, 1 Like
 - Peachtree Golf Club Video-177 People Reached, 1 Like
 - Atlanta Chili Cook Off-365 People Reached
 - Blackburn Park Video-359 People Reached, 3 Likes
 - EATaliano Review-218 People Reached
 - Atlanta Chili Cook Off Video-707 People Reached, 2 Likes
 - Southern Grove at DoubleTree by Hilton Atlanta Perimeter Review-406 People Reached, 1 Like
 - Arnette's Chop Shop-585 People Reached, 1 Like
 - Oglethorpe University Museum of Art-1,112 People Reached, 2 Likes, 1 Comment
- Met with Irish Festival contact to discuss promotion, media relations for event
- Managed creative and concept execution of Delta Sky Magazine advertisement to promote Brookhaven in the November 2017 "Atlanta" edition

Sales

- Attended
 - HelmsBriscoe Classic-150 attendees-15 appointments
 - Georgia Meeting Planners International-200 attendees
 - Georgia Association of Sales Executives-150 attendees

- Georgia Society of Government Meeting Planners-35 attendees
- RTO Orlando-75 attendees-10 appointments
- DeKalb Film/Entertainment Commission-15 attendees
- Out on Film Festival-75 attendees
- S.P.O.R.T.S The Relationship Conference-65 attendees-20 appointments
- Family Reunion Workshop-13 attendees

Leads Submitted to Brookhaven Hotels

- Corporate-101 room nights (August 2018)
- Association-165 room nights (October 2017)
- Association-180 room nights (January 2018)
- Association-1280 room nights (September 2020)
- Family Reunion-70 room nights (Summer 2018)
- Family Reunion-20 room nights (Summer 2018)
- Family Reunion-80 room nights (Summer 2018)
- Sports-500 room nights (November 2017)

Rooms Booked at Brookhaven Hotels

- Family Reunion-50 room nights (September 2017)

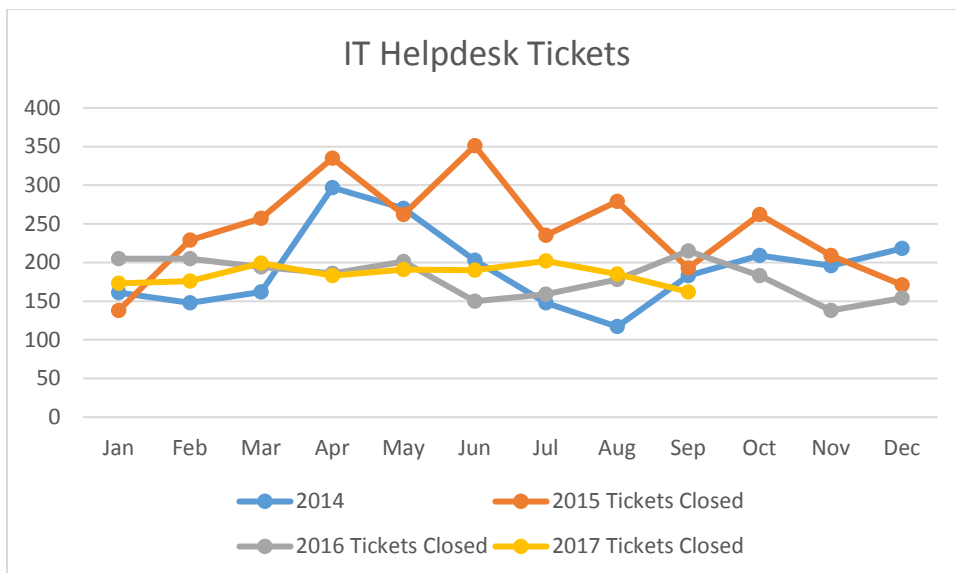
Other

- Meeting with Brookhaven Hotels and Stone Mountain Park for special promotion package

Information Technology (I.T.)- September 2017

General IT

- Briarwood phones switched over to the Comcast circuit
- Provided access to Clerks to the photo archive on the NAS.
- Created a 2nd backup of COB-Laserfiche1 over on to the PD side.
- Worked a 24-hour shifted during the Irma storm.
- Worked on updated schedule to include addition of the OnBase and Timmons portal projects. Will extend the Cityworks, PLL project to February of 2018.
- Added 2 new scanners and Laserfiche licenses for Finance dept. Trained additional person on scanning Business Licenses in Laserfiche. Created a PowerPoint presentation as a how-to guide for scanning.
- Received 1 disk from MCCi with plans, and uploaded an additional 199 plans to Laserfiche. There are now 1,372 plans that have been scanned.
- Received 10 bins back for Q&A; sent out 10 bins of plans.
- Worked to resolve several JustFOIA e-mail issues that occurred after the update was applied on 9/1/17.



GIS

- ChatComm/CAD
 - Processed monthly data update – sent large number of updates due to Public Works street segment cleanup
- Received and reviewed updated street data joined to our currently supported dataset for the street pavement analysis software
- Continued project work for Permitting software
 - Technical support

- Continued analysis and planning for permitting workflows as it relates to GIS data
- Set up Cityworks AMS development site
- Installed new Web Application Development Tool for Web GIS site creation flexibility
- Training and support of GIS Intern
- Ongoing map/data requests

Police Department

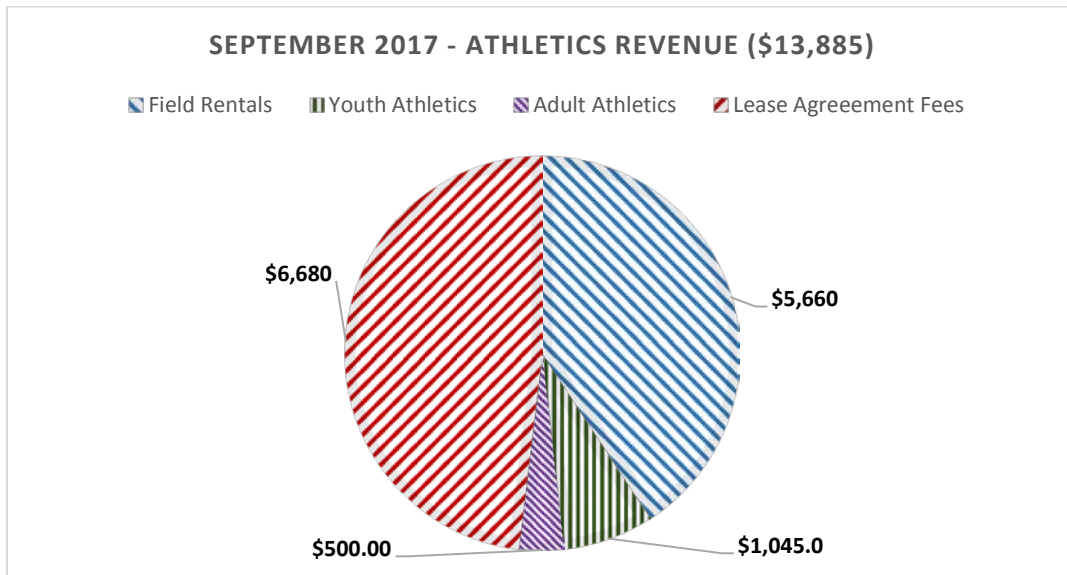
- Setup and maintained the EOC room during the storm
- Bought all the equipment needed to be ready for any future emergencies (hurricanes , storms)
- Fixed the city hall front door lock issue
- Deployed the new Symantec version on all servers and PCs
- Upgraded firmware version on all firewalls
- Upgraded Aps version to the latest.

Parks and Recreation- September 2017

Athletics Division

September athletics revenue brought in: **\$13,885**

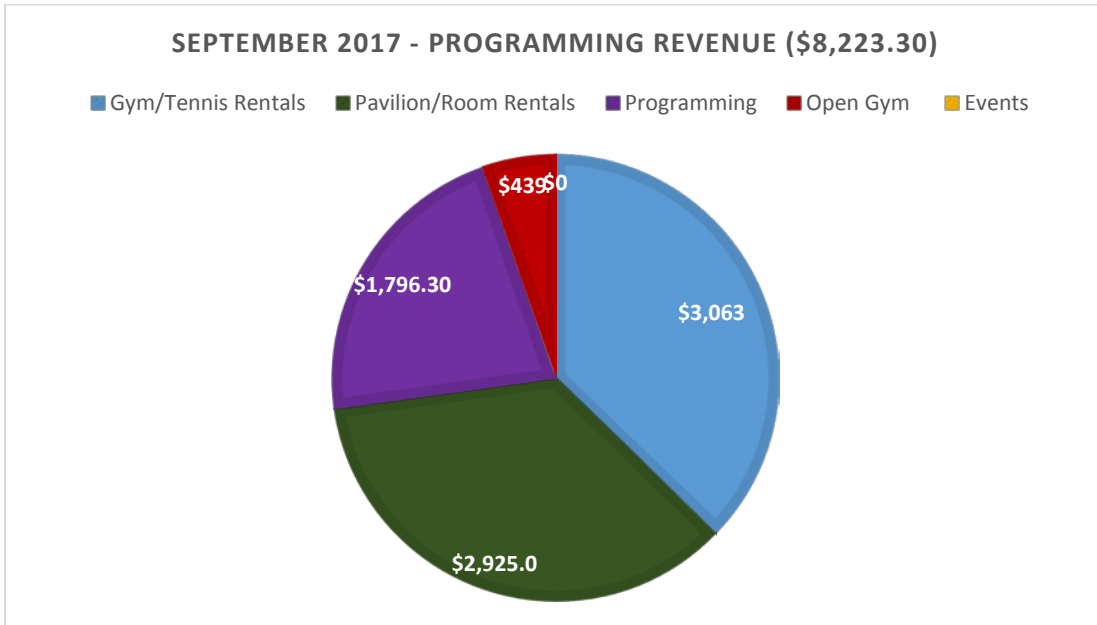
- Jump Start Sports camp signups for \$1,045
- 1 Adult softball entry for \$500
- Athletic field/prep/lights brought in \$5,660
- GO Kickball user fees of \$1,680
- Universal Tennis Academy program fees for \$5,000
- We currently have filled all 36 available team spots for the Monday and Wednesday's leagues. The teams play Monday and Wednesday nights from 6:30PM to 10:30PM at the Blackburn Softball Fields. Total revenue for the fall adult softball league is \$10,000.



September Program Revenue Brought In:

- 3 Silver Sneakers drop-ins for \$15
- 2 BodyJump enrollments for \$200
- 1 Zumba signup for \$35
- 4 Salsa signups for \$240
- 1 Digital Media class signup for \$49
- 8 gymnastics signups for \$767
- 4 Cheer Prep signups for \$260
- 1 Tumbling class signup for \$65
- CMD partner fee of \$159.30
- Open Gym/Passes brought in \$439 between both gyms.
- Gym rentals brought in \$2,860

- Classrooms/pavilion/community room/APB rentals brought in \$2,925
- Tennis court rentals brought in \$203
- Rental facility non-resident fees brought in \$6
 - Total program signups/drop-ins/fees/rentals for September = \$8,223.30



A comprehensive guide to all Fall Parks and Recreation programming and athletics can be found [here](#).

Police- September 2017

Support Services – September 2017

- 09/06- Sgt. Kissel attended a hurricane disaster relief meeting
- 09/08- Sgt. Kissel & Ofc. Nino attended Blue Mass at the Cathedral of Christ the King
- 09/09- All support services personnel assisted with the Hot Pursuit Glow Run
- 09/11- All support services personnel assisted patrol with hurricane Irma relief
- 09/18- Sgt. Kissel attended a BuHi half marathon planning meeting
- 09/20- Sgt. Kissel attended a Superior FTO module training secession
- 09/21- Sgt. Kissel & Ofc. Nino attended the Irma debrief
- 09/28- Ofc. Nino taught Community Policing to the CPA

Support Services

REPORTS	OPEN	Officer Nino	Sergeant Kissel	Total
Incident Reports		0	0	0
Accident Reports		0	0	0
Patrol Assist		1	2	3
Arrests		0	0	0
Citations		0	1	1
Press Releases		0	0	0

- In Addition, there were numerous media inquiries which were handled in addition to the social media posts

MONTHLY REPORT: PT Officer / Reserve Officers	
POP Logged	2
Assist Patrol	53
Citations	6
Warnings	3
Transport	31
Arrests	1
Child Safety Seat Install Classes	1
Shifts Worked	43
Court Service Hours	83
Traffic Enforcement Hours	12
Fleet Service Hours	172
Transport Hours for Uniform Patrol/NET	17
Training Hours	4

Monthly Report: K-9 Officers	Officer Fikes
Patrol Assist	64
Other Agency Assist	1
Training Hours	4
Search Warrants	0
Citations	10
Warnings	1
Field Interviews	0
Felony Arrests	6
Misdemeanor Arrests	8
City Ordinance Arrests	6
Wanted Person Located	1
K-9 Search	2
K-9 Tracks	2
K-9 Demonstrations	1
Marijuana Seized	71.0 grams
Cocaine Seized	0.0 grams
Methamphetamine Seized	0.0 grams
Heroin Seized	0.0 grams
Schedule Pills	40
MDMA Seized	10.0 grams
Other Seized (Codeine)	793.0 grams

Monthly Report: N.E.T. Team	
Patrol Assist	44
Other Agency Assist	0
Training Hours	88
Search Warrants	0
Citations	8
Warnings	9
Field Interviews	10
Felony Arrests	1
Misdemeanor Arrests	1
City Ordinance Arrests	3
Wanted Person Located	3
Marijuana Seized	0.0 grams
Cocaine Seized	0.0 grams
Methamphetamine Seized	14.5 kilograms

Additional Activities for K9 and Narcotic Enforcement Team (N.E.T. Unit)

- K-9 and NET assisted DEA Group 1 with an investigation in reference to stolen government property on 09/01/17.
- On 09/11/17, NET and K-9 assisted Uniform Patrol during Tropical Storm Irma.
- Officer Fikes conducted a demo at OLA for a 5th grade class.
- K-9 seized 63 grams of marijuana, 10 grams of MDMA, 793 grams of Codeine, 40 pills consisting of Lortab, Adderall and Xanax and \$49,926.00 in U.S. currency during a traffic stop on 09/24/17.
- Officer Clifford attended the National Tactical Officers Association in Phoenix, AZ during the week of 09/25/17.
- Officer Fikes conducted a demo for 2 OLA 5th grade classes.
- NET, K-9 and the DeKalb County Gang Task Force met for our PSN Meeting on 09/28/17.

Monthly Report: Traffic Safety Unit	Corporal Snively & Officer Maria Jones
Total Motor Vehicle Stops	64
Total Pedestrian Stops	100
Total Citizen Contacts	226
Total Citations Issued	42
Total Warnings Issued	120
Felony Arrests	1
Misdemeanor Arrests	5
Wanted Persons Located	2
GOHS Initiative Concentration Areas:	

Additional Activities for Traffic Safety Unit

- On September 07, Corporal Snively attended the GDOT Pedestrian Task Team meeting. Officer Jones presented in two separate classes at Cross Keys High School where she discussed pedestrian laws and pedestrian safety. The presentation was to students aged 15 to 18 in 9th, 10th, 11th, and 12th grades.
- On September 09, Corporal Snively attended the BPD glow run. While there, he had the opportunity to interact with a number of pedestrians walking to and from the run, and with pedestrian traffic traveling to and from the Dresden Drive restaurant and business area.
- On September 20, Officer Jones attended the MATEN meeting in Clayton County and participated in the seatbelt safety check that followed.
- On September 27, Officer Jones conducted three pedestrian education demonstrations: One in the 3300 block of Buford Highway, one at Buford Highway and Briarwood Road, and one at Buford Highway and North Cliff Valley Way. At each of those, Officer Jones met with multiple groups of pedestrians preparing to cross the roadway, and

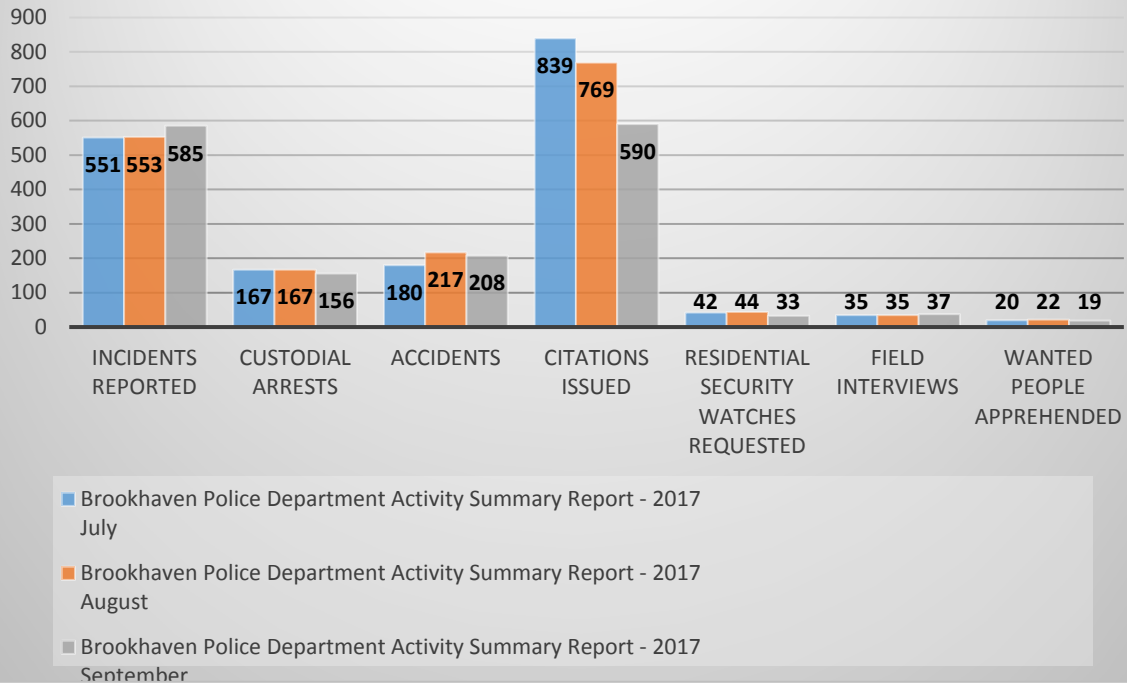
demonstrated proper use of the HWAK hybrid crosswalk signals. She also distributed a number of pedestrian safety items.

- On September 05 and September 26, Officer Jones and Corporal Snively participated in Honor Guard training classes at BPD.
- On September 28 and 29, Officer Jones attended and successfully completed the Patrol Rifle Course.
- On September 29, Officer Snively gave a tour of Brookhaven Police Headquarters and distributed pedestrian education and safety items.

Criminal Investigations Division

2017 - Criminal Investigations Report	
Total Reports Handled	152
Total Reports Cleared INACTIVE	86
Total Reports Ex-Cleared	3
Total Reports Unfounded	6
Total Arrests by Investigators	6
Warrants Obtained Pending Arrest	10
Search Warrants	6

Brookhaven Police Department Activity Summary



ChatComm 911- September 2017

911 Answer Time: In September 2017, ChatComm 911 answered 91.9% of all incoming phone calls within ten seconds and 98.2% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 95.8% of all high priority calls for service and 93% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of September 2017, ChatComm 911 handled a total of 31,460 phone calls.

- 71.8% (22,586) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 14,443 of those calls were received on the 911 trunks. 1,394 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 8,143 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 28.2% (8,874) of the phone calls handled by ChatComm 911 in September 2017 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 1,815,144 incoming phone calls. Of those calls, 1,065,690 (58.7%) were received on 911 trunks and 749,454 (41.3%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 31,301 incidents in September 2017.

- 47.8% (14,970) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 44.5% (13,929) of the incidents were dispatched incidents.
- The remaining 2,402 (7.7%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Brookhaven incidents were 12.3% (3,848) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 7.7% (2,402) of the total incident volume.
 - 1,366 incidents were Fire calls for service in Brookhaven or Dunwoody
 - 1,036 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of September 2017, ChatComm 911 handled 2,353,554 incidents since “go- live” in September 2009. 2,060,207 (87.5%) of those were law enforcement incidents; 170,138 (7.2%) of those were fire department incidents; and 123,209 (5.3%) of those were EMS incidents.

EMD & EFD Compliance: For the month of August 2017, the quality assurance compliance score for EMD remains in compliance with levels set forth by the International Academies of Emergency Dispatch (90%).

- The Emergency Medical Dispatch QA compliance for August was 90% .
- The Emergency Fire Dispatch QA compliance for August was 81% and we are working diligently to improve this score.

Public Works

Major Initiatives Completed

- Remington Drive Greenspace property demolition and restoration was completed
- installation of “bump outs” in the Brookhaven Heights neighborhood is complete and creating final petition for Epling Forest Traffic Calming. Continued to implement installation of radar speed signs for LMIG project.

Major Initiatives in Progress/Upcoming

- Stratfield Drive Stormwater Piping Project – Project is being redesigned for a comprehensive solution and meeting with property owners planned.
- Sidewalk concept design underway: Briarwood Road, Cartecay Drive, Childers Drive, Curtis Drive, Lanier Drive (Peachtree-Woodrow), Lanier Drive (Woodrow-Windsor), Mill Creek Road, Skyland Drive, Tryon Road, Woodrow Way Phase 2. R/W Acquisition has begun for Johnson Ferry Road (Existing to City Limits), Caldwell Road, and Lanier Drive (Windsor-Hearst)
- Ashford Dunwoody/Dresden Drive ATMS Project – Preliminary Design Continuing
- Peachtree Road LCI – Pedestrian/Streetscape Project – Concept Design Continuing
- Brookhaven Heights Traffic Calming – installation completed
- In Process Traffic Calming Studies/Petitions/Design/Coordination on Parkcrest, Parkridge, Epling Forest, Oak Forest
- Sidewalk presentation help on 09/28/17 and provided update to the Council

Ongoing Coordination

- PTOp 5 year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Rd, Buford Hwy, & N Druid Hills Road.
- PTOp Coordination with PCIDs/GDOT – Signals on Ashford Dunwoody Rd from Lake Hearn to Johnson Ferry
- PCIDs Public Works Committee - Coordination with PCIDs, Sandy Spring, Dunwoody
- Buford Hwy Streetscape/Sidewalk Project – Coordination with GDOT
- MOA to participate in ongoing Upper Chattahoochee River Basin Mapping Project with Dekalb County, Decatur, Dunwoody, and Ga DNR for FEMA FIRM and FIS updates scheduled to become effective in 2017

Completed Work Orders

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Street Maintenance													
Sidewalk Repairs	1	1	1	0	2	1	0	2	2				8
Curb Repairs	1	1	5	3	4	10	6	6	4				36
Potholes	3	4	2	8	1	6	3	1	1				28
Patching	5	2	6	9	10	10	11	9	3				62
Signs	15	4	11	11	6	14	5	8	11				74
Traffic Signals													
Signal Repairs	7	3	10	3	4	10	6	2	7				45
ROW Maintenance													
Tree Removal	7	1	7	6	9	6	7	1	1				44
ROW Maintenance	4	3	5	5	5	20	12	16	7				70
Stormwater													
Stormwater Cleaning	4	2	1	2	5	8	7	4	3				33
Stormwater Repairs	9	8	6	9	5	13	9	6	1				65
Total work orders	56	29	54	56	51	98	66	55	41	0	0	0	465

Service Requests Received

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	0	0	0	0	0	0	3	6	2				9
Downed Lines	0	0	7	0	0	3	1	2	5				13
Pavement/Potholes	13	11	13	21	15	16	22	28	13				139
Right of Way/Trash	4	3	5	6	12	7	8	6	6				45
Sidewalk	3	1	5	5	2	3	4	0	2				23
Stormwater	9	8	5	11	16	20	5	5	7				74
Street Lights	4	0	4	3	3	2	1	2	7				17
Street Sign	3	4	4	8	5	12	7	10	11				43
Traffic Signal	0	4	5	4	2	8	8	2	2				31
Tree	1	0	3	0	1	0	3	1	8				8
Total Service Requests	37	31	51	58	56	71	62	36	63	0	0	0	402

Finance- September 2017

September 30, 2017 Financial Report in Brief

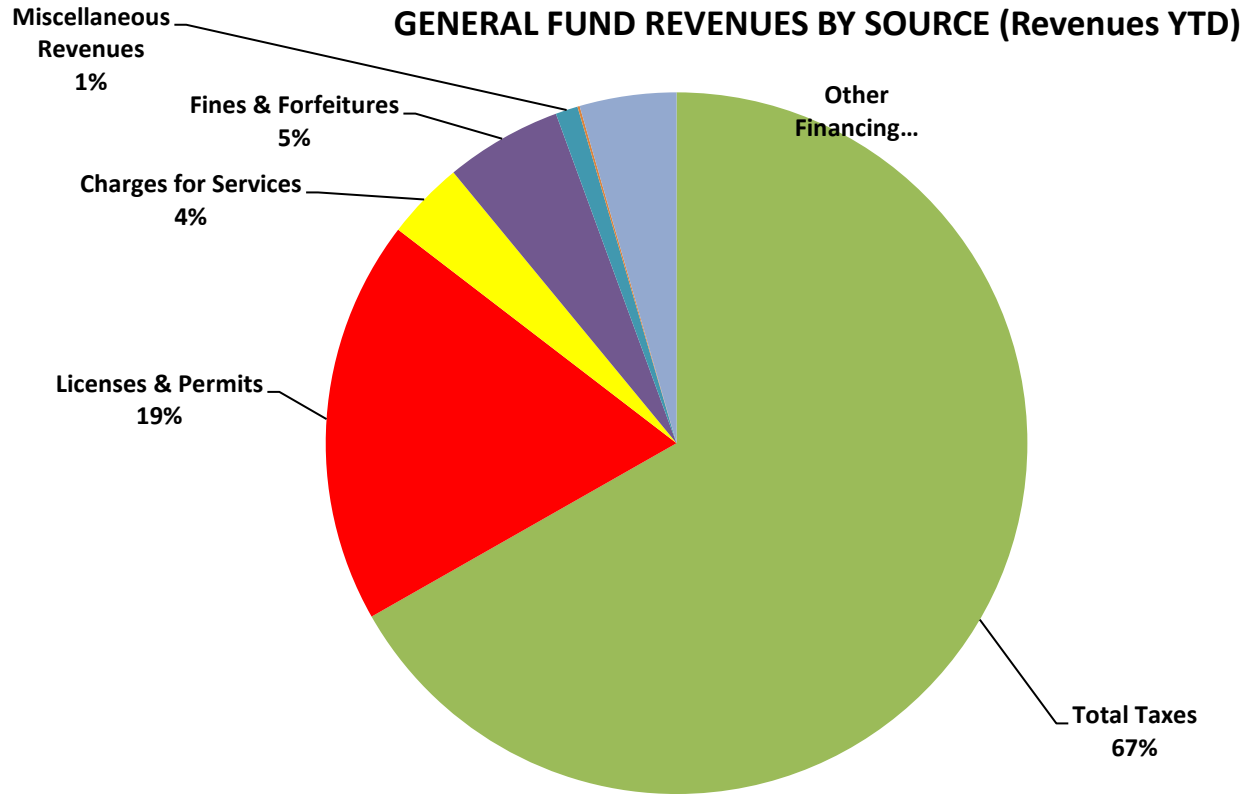
The September financial statements are presented in comparative form to provide context regarding various revenues and expenditures that are “seasonal” in nature. The significant General Fund revenues that are not typically received each month include (1) property taxes (billed Sept 1 and collected thereafter), (2) franchise fees (larger utility provider remits in 1st quarter of year with other utilities remitting quarterly), (3) business and occupational taxes (renewals are due March 31st), (4) insurance premium tax and fees (collected and remitted by State; Oct 1st), and (5) alcohol licenses (renewals due Nov 30th). Operationally, the expenditures are not subject to “seasonal” variances, but the acquisition of capital items can be arbitrary from one year to the next. Although there are no notable differences from August 2016 to August 2017, below is a brief review of the revenues and expenditures.

General Fund Summary

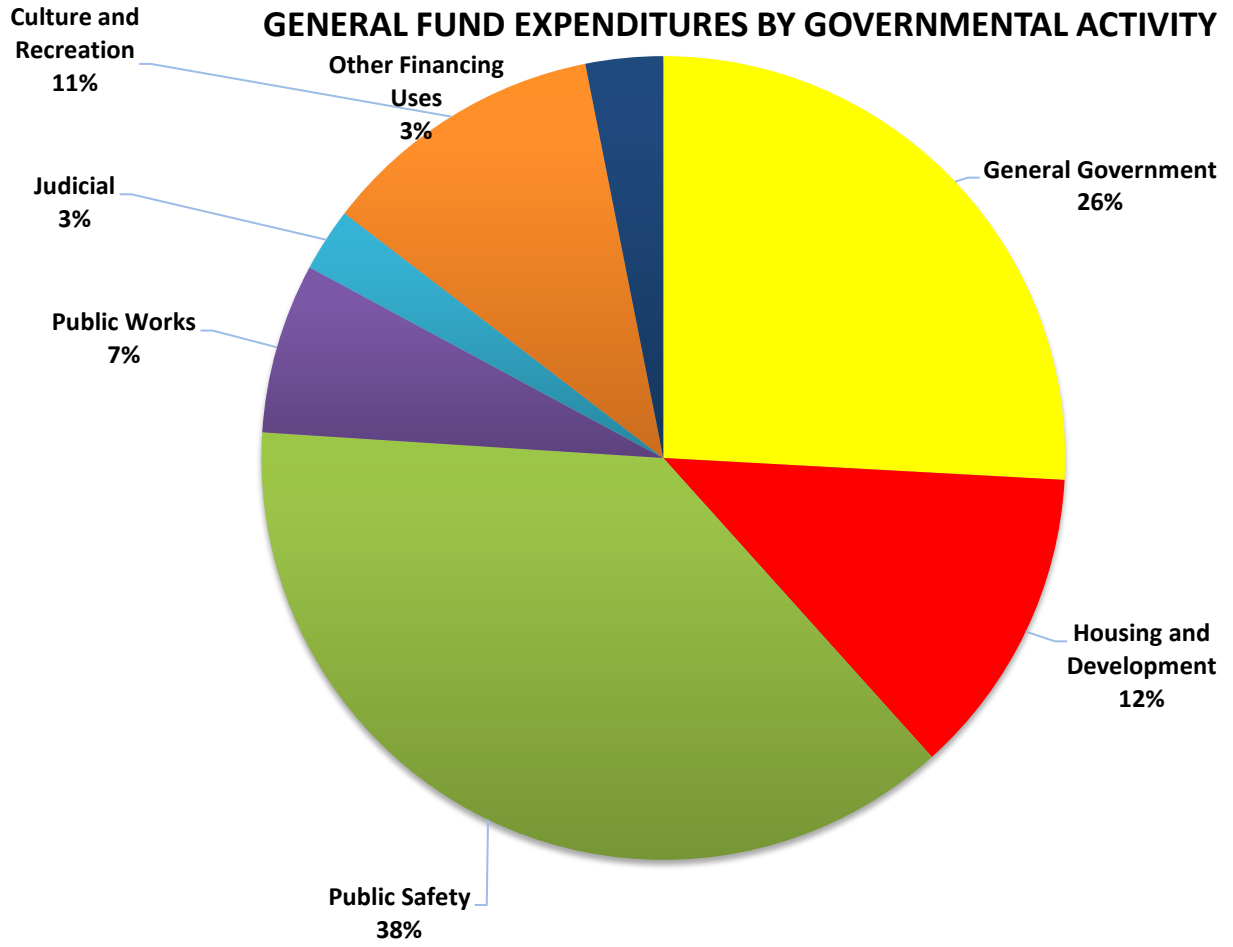
Total General Fund revenues through September 30th, 2017 are \$505,012 more than they were this time last fiscal year. There is a reduction in the collection of the legal fee reimbursement as well as the reimbursement for damaged property as this was moved to offset expenses in the vehicle replacement fund. Franchise Fees and Building Permits are up from last year offsetting the reduced revenues. Total General Fund expenditures are up from last year in Information Technology due to the implementation of City Works in Permitting and Public Works Departments. The transition migrates the operations from the legacy system of Meritage. Vehicle repairs and maintenance is up from last year in the Police Department.

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES
For The Ninth Month Ending September 30, 2017

	2016 Amended Budget	2016 YTD Transactions	2017 Revised Budget	2017 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 6,642,980	\$ 2,001,979	\$ 8,318,321	\$ 1,902,097	\$ (6,416,224)	22.87%
Motor Vehicle Tax & Title Ad Valorem Tax	330,000	94,914	231,669	58,138	(173,531)	25.10%
Recording Intangible Tax	90,000	90,510	90,000	87,401	(2,599)	97.11%
Real Estate Transfer Tax	36,000	43,047	36,000	28,620	(7,380)	79.50%
Franchise Tax	3,035,000	3,112,020	3,200,000	3,880,931	680,931	121.28%
Alcoholic Beverage Excise Tax	800,000	803,149	825,000	859,425	34,425	104.17%
Energy Excise Tax	35,000	41,419	40,000	88,799	48,799	222.00%
Motor Vehicle Rental Excise Tax	50,000	41,266	50,000	40,906	(9,094)	81.81%
Business & Occupational Tax	2,300,000	2,068,759	2,100,000	2,001,678	(98,322)	95.32%
Insurance Premium Tax	2,800,000	18,010	2,815,000	18,750	(2,796,250)	0.67%
Financial Institutions Tax	55,000	32,402	50,000	-	(50,000)	0.00%
Penalties & Interest	12,000	13,278	8,000	13,107	5,107	163.83%
Total Taxes	16,185,980	8,360,752	17,763,990	8,979,851	(8,784,139)	50.55%
Licenses & Permits	1,950,000	2,177,290	2,225,000	2,507,106	282,106	112.68%
Charges for Services	427,500	683,461	630,000	486,313	(143,687)	77.19%
Fines & Forfeitures	1,250,000	815,713	1,350,000	723,830	(626,170)	53.62%
Miscellaneous Revenues	403,459	418,171	494,878	138,247	(356,631)	27.94%
Investment Earnings	5,000	4,542	5,000	13,909	8,909	278.17%
Other Financing Sources	2,785,241	484,576	2,803,996	599,290	(2,204,706)	21.37%
TOTAL REVENUES	\$ 23,007,180	\$ 12,944,505	\$ 25,272,864	\$ 13,448,546	\$ (11,824,318)	53.21%



Governmental Function	2016 Amended Budget	2016 YTD Transactions	2017 Revised Budget	2017 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 4,818,619	\$ 3,211,804	\$ 5,627,782	\$ 4,133,943	\$ 1,493,839	73.46%
Housing and Development	3,141,385	1,992,397	3,198,487	1,994,785	1,203,702	62.37%
Public Safety	7,985,260	5,889,028	8,433,344	6,019,441	2,413,903	71.38%
Public Works	1,420,316	832,066	1,521,230	1,094,036	427,194	71.92%
Judicial	724,016	419,916	629,345	408,187	221,158	64.86%
Culture and Recreation	2,693,048	2,056,614	2,351,205	1,833,448	517,757	77.98%
Other Financing Uses	2,221,536	1,110,726	3,511,471	496,998	3,014,473	14.15%
TOTAL EXPENDITURES	\$ 23,004,180	\$ 15,512,552	\$ 25,272,864	\$ 15,980,838	\$ 9,292,026	63.23%



Finance- September 2017

General Fund balance reservations

To facilitate the accounting of various City programs, the City has reserved a portion of fund balance attributable to specific programs or activities. These programs or activities to date have not had sufficient revenues or major expenditures that would require the establishment of individual funds. Thus, the General Fund “preserves the balance of the program or activities resources” for future use. This would include (a) Tree Conservancy or Tree Fund and (b) Police Donations. Their applicable balance of resources, receipts and disbursements are noted below:

Tree Fund/Conservancy

Established via City Ordinance, Chapter 14, Section 14-47, the receipts or contributions are part of “alternative compliance” with the City’s tree ordinance. It is only after determination that recompense trees do not fit on a redeveloped site, would a contribution be made. Expenses are chiefly limited to purchase/installation of trees in parks, right-of-ways, and other City-owned or leased property.

Balance at Dec. 31, 2016	\$	21,237
Receipts		-
Disbursements		4,800.00
Balance at September 30, 2017	\$	<u>16,437</u>



Police Programs/Activities

An important element of community policing is the various police department programs and activities that promote interaction with our citizens and our police department. Whether the resources are provided to support general policing or the community programs, the receipts and disbursement are segregated to achieve their designated purpose(s).

Police Programs	Balance Dec 31, 2016	Receipts	Disbursements	Balance September 30, 2017
Explorer Program	\$ 11,766	\$ 24	\$ -	\$ 11,790
Shop with a Badge/Cop	21,793	29,623	(9,871)	41,545
General PD Donations	(1,990)	1,100	(575)	(1,465)
K9 Donations	-	40	-	40
Police Bike Fund	-	-	-	-
Totals	\$ 31,569	\$ 30,787	\$ (10,446)	\$ 51,910